



DEPARTMENT OF THE ARMY
CALIFORNIA ARMY NATIONAL GUARD
HEADQUARTERS, CAMP ROBERTS
CAMP ROBERTS, CALIFORNIA 93451-5000

CACR-CDR

20 January 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command and Staff Coverage on Weekends and Holidays

1. **Purpose:** This memorandum establishes policy and procedures for maintaining command and staff functions, as well as providing command information during weekends and holidays.
2. **Command:** I retain after-hours management of Camp Roberts and can be reached at my mobile number: 805-391-0681. If needed, the chain of succession is LTC Lochner (deputy commander; 805-391-0683) then LTC Brown. All supervisors will keep their mobile telephones close.
3. **Staff Coverage:** DPTMS, DOL, DPW, Security, Fire Department, Environmental Office, and IM will maintain staff coverage on weekends and holidays. Depending on the customer load, this coverage may be an "on call" number listed in the weekly bulletin. The goal is for everyone with "coverage" duty to have a mobile telephone. **The standard is voice contact within 15 minutes.**
4. **Weekly Bulletin:** DPTMS will publish a weekly bulletin listing current training conditions and directives, units training on the installation, and staff coverage. DPTMS will distribute the bulletin to staff, every tenant, and every unit or customer scheduled to be at Camp Roberts. The Security Office, Billeting Office, Range Control, and the Fire Department will also post the weekly bulletin.
5. **Camp Roberts Information:**
 - a. **The main telephone number is 805-238-3100.** Information Management will manage the voice recording and the data connections.
 - b. **Information Center.** As needed, DPCA will open the Welcome Center at Bldg. 6038. A bulletin board ("Camp Roberts Information") will be located outside and near the front door. DPTMS will post (updated weekly): map with building numbers; primary and weekend telephone numbers; units on post and telephone numbers, weekly activities; current troop services; and pertinent safety and environmental notices. Other directorates may also post information.

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c. **Information Kiosks.** DPTMS will also manage the command information posted at information kiosks. DPTMS and the Camp Roberts Environmental Office will together post important training, environmental, safety, and public service information.



JOHN F. SMITH
COL, FA
Commanding

DISTRIBUTION:

C (Garrison Staff, Tenant Organizations, and Units using Camp Roberts)